

Solicitation Number: 07-0008-01
M2C2 Prototype Maintenance for the Office of Naval Research (ONR) 30

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 - Technical, Programmatic and Engineering Support Services are due by 2:00 PM (local) on 1 November 2006.

1.0 Background

The Mobile, Modular Command Center (M2C2) is a prototype command, control, and communications (C3) package undergoing operational assessment by the 3rd Marine Regiment, at the Marine Corps Forces Pacific (MARFORPAC) Experimentation Center (MEC) Facility Marine Corps Base Hawaii (MCBH), Kaneohe Bay, HI. The M2C2 is a self-contained, vehicle-independent package, that provides essential command and control functionality, limited terrestrial communications, and on-the-move wideband satellite communications reach back.

- The Office of Naval Research (ONR) uses the M2C2 prototypes as technology insertion test-beds to investigate new technologies, explore C3 architectures, and to assist the Marine Corps Combat Development Command (MCCDC), Marine Corps Systems Command, the MEC and operational forces in developing concepts of operations (CONOPS) and tactics, techniques, and procedures (TTP) for Marine Corps early-entry missions, such as Command and Control on the Move and Distributed Operations.
- ONR will maintain the functional capability of these prototypes to support technical tests and demonstrations and will run continuing technical tests and operational field demonstrations of the M2C2 prototypes and any enhanced prototypes that are developed.
- This is a new requirement with no prior procurement history.

2.0 Statement of Work

2.1 Objective

Maintain operational condition of ONR's M2C2 prototype C3 packages. Gain familiarity with the M2C2 system through participation in reviews, review of technical documentation (design, requirements, requirements traceability) and the evaluation of the physical hardware and software in order to support the development of maintenance plans and maintenance materials. Further insight into the design of the current prototypes can be gained by consultation with M2C2 Government technical and operational teams. For the envisioned enhanced prototype, consultation with the "TBD" system integration contractor will be necessary to understand its particular maintenance needs. The configuration of the envisioned enhanced prototype is not yet known, though we expect much functional similarity with the current prototypes.

Specific expectations for this effort will be the development of maintenance plans, development and issuance of maintenance materials, and maintenance of M2C2 prototype C3 packages to ensure that the prototypes will be functionally ready for technical tests and field demonstrations. Additionally, the contractor will support technical tests and field demonstrations with maintenance personnel to ensure the continued proper functioning of the C3 packages.

Potential difficulties may arise: Because M2C2 is a science and technology project that is primarily integrating component pieces, technical documentation may be incomplete and maintenance materials do not exist. Additionally, especially for the operational demonstration events, hours will be long, and in potentially harsh outdoor environments.

2.2 Scope

The scope of effort is M2C2's technical functionality within the context of MARFORPAC's developmental M2C2 CONOPS; MCCDC's emerging C2 on-the-move concept; and the Marine Corps Distributed Operations. The scope includes maintenance of two existing M2C2 prototype packages, and one envisioned enhanced M2C2 prototype that will be designed and built in the near future.

2.3 Technical Tasks/Requirements

- 2.3.1** Analyze M2C2 systems design documentation, and the physical prototype software and hardware, and other data as necessary.
- 2.3.2** Develop maintenance materials for maintaining C3 package operational status
- 2.3.3** Devise support plans for technical tests and field demonstrations.
- 2.3.4** Support tests and demonstrations. Furnish all needed tools, equipment, supplies and materials.
- 2.3.5** After each test or demo evolution, assure that the C3 package is brought back into normal operating condition in time for next scheduled test/demo event.
- 2.3.6** Recommend and implement improvements to the maintenance procedures taking into account lessons learned from test and demo events.

2.4 Reports Data and Other Deliverables

- 2.4.1** M2C2 Maintenance Materials (draft 3 months ARO; final EOC).
- 2.4.2** Support Plans for tests and demonstrations
- 2.4.3** Monthly technical and fiscal reports
- 2.4.4** Project Plan (due 30 days after award)
- 2.4.5** Quarterly Review presentation materials (4 times)
- 2.4.6** Final presentation and report (including maintenance materials)
- 2.4.7** Support and test equipment list (preliminary, interim and final)

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All Personnel. All personnel provided on this contract must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint.

3.1.2 Key Personnel. Personnel submitted for consideration in the labor categories listed below are considered Key Personnel.

3.1.2.1 Systems/Maintenance Engineer: At least a Bachelor's degree from an accredited college or university and recent, relevant experience in developing technical maintenance plans, and maintaining communications, networking, and computer equipment and software. The candidate should have a demonstrated ability to analyze complex, multi-subject information and communicate a concise assessment.

3.1.3. Supporting Personnel. Personnel support is also anticipated in the following labor categories.

3.1.3.1 Program Manager: At least a Bachelor's degree from an accredited college or university in a technical field and 5 years of experience in DOD-related technical project management (two of which must be in communications, networking and computers). The candidate should have excellent skills in working with military customers and both the technical and operational community. Candidate should have demonstrated competence in capturing operational requirements and converting them into technical needs. The candidate should have the ability to effectively communicate with both the military and technical communities. Prior military experience is a plus.

3.1.3.2 Technician: appropriate technical training (associate's degree or completed trade school) and at least five years' experience in maintaining communications, networking, and computer equipment and software.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. A 14-month base period and one 14-month option period have been defined (Total potential period of performance, with the option, is 28-months).

3.2.2 Base Period: The base period of performance will be from time of award through fourteen (14) months. The level of effort anticipated for this period is approximately 1.1 man-years at an average rate of approximately 150 hours per month. A summary of the labor categories and the total anticipated hours for the base period is provided below:

BASE PERIOD	
Labor Category	Hours
Program Manager	100
Systems/Maintenance Engineer*	800
Technician	1,200
TOTAL:	2,100

*Key Personnel

NOTE: 1,920 hours is equivalent to one (1) man-year.

3.2.3 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement.

3.2.4 While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

3.2.5 Option Period: The Option period of performance will be from date of Option exercise through 14-months thereafter. The level of effort anticipated for the option period is the same as the base period. A summary of the labor categories/hours and the total estimated hours for the Option period is provided below:

OPTION PERIOD	
Labor Category	Hours
Program Manager	100
Systems/Maintenance Engineer*	800
Technician	1,200
TOTAL:	2,100

*Key Personnel

4.0 Order Details

4.1 Contract Type The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance The period of performance will be from time of award through fourteen (14) months. The task order will also include one fourteen (14) month Option period.

4.3 Other Direct Costs (ODCs)

ODCs (including travel, parts, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total ODC amount is not to exceed (NTE) including G&A \$200,000 for the base period and \$200,000 for the option period. At this time, the specific items cannot be identified; however, the ODC total cannot exceed the NTE amount stated in this section.

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

Travel will be required to support this Statement of Work. Three technical tests (each of one week in length) and two field demonstrations (each of three weeks in length) are anticipated. Technical tests will occur on the island of Oahu, Hawaii. For planning purposes, field demonstrations will be conducted on the Big Island of Hawaii.

In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.4 Place of Performance Work will be performed at the Contractor's facilities, the MEC Integration Facility MCBH, Kaneohe Bay, Oahu; elsewhere on the MCBH; the Marine Corps Training Area Bellows, Waimanalo, Oahu; and the Pohakuloa Training Area (PTA) on the Big Island of Hawaii.

4.5 Government Furnished Resources (GFR) The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: As indicated in paragraph 4.4, the facilities required to perform the tasks outlined in the Statement of Work will be both at the Contractor's place of business and at Government sites. While on-site at Kaneohe Bay, HI, basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to classified materials to the level of SECRET including COMSEC. The contractor may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operational concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

5.0 Proposal Requirements

5.1 Proposal Format The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of

the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) **Technical Proposal:** The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain its ability to utilize local workers and firms with the appropriate technical and management expertise and with knowledge of Hawaiian culture and society in order to accomplish the tasks of this MATOC supporting the MCBH in Kaneohe Bay, HI.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) **Cost Proposal:** The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with Section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement: Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this

Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission The due date for receipt of proposals for this solicitation is no later than 2:00 pm (Local Time) on 1 November 2006. All proposals must be uploaded electronically via the “Upload Proposals” hyperlink, which is under the hyperlink for this solicitation on ONR’s MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (1) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor’s performance with previous orders, if any, under this contract and similar contracts.

6.2 Award The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around 4 December 2006.

7.0 Submission of Questions

Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments

Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact

The Point of Contact for this solicitation is:

Wendy Fletcher, Code 0253
One Liberty Center
875 North Randolph Street, Suite 1425
Arlington, VA 22203-1995
Phone: 703-588-2425
E-mail: Wendy_Fletcher@onr.navy.mil

**Non-Disclosure Agreement Regarding Contractor Support
for the Office of Naval Research**

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files